



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

FRIDAY, MAY 15, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #7A AND 7B**
4. Public Participation
5. Recognition of Recent Retirees (mailed)
6. Addition of One Public Health Nurse II Position (mailed)
7. Vacant Positions Update (mailed)
- 7a. Authorize Community Services Agency to Receive Additional Funds to Operate the Head Start Program in 2009-10 (referred by Public Services Committee) (attached)
- 7b. Approve Various Personnel Actions in Office of Treasurer (attached)
8. Executive Session to Discuss Labor Negotiations
9. New Business
10. Public Participation
11. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
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Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas Fouty, Program Director, Personnel Services
Human Resources

DATE: May 6, 2009

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the May 15, 2009, Personnel Committee Meeting:

Name: Deborah Patterson
Department: Martha T. Berry
Retirement Date: April 30, 2009
Years of Service: 26 years; 1.5 months
County Commissioner: N/A

Name: Peggy Smith
Department: Facilities & Operations
Retirement Date: May 29, 2009
Years of Service: 22 years; 7.7 months
County Commissioner: Carey Torrice

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**RECYCLABLE
PAPER**

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the Addition of One (1) Public Health Nurse II Position
_____ in the Health Department

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 05-18-09



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469-6126

May 7, 2009

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, ~~Program~~ Director-Personnel Services
Human Resources 

RE: Recommend the Addition of One (1) Public Health Nurse II
Position in the Health Department

The Director of the Macomb County Health Department has requested that one (1) full-time position of Public Health Nurse II be added to the Health Department budget. This position would be assigned to the Breast and Cervical Cancer Screening Program.

The position is 100% reimbursed by the Macomb Health Plan and no county funds are required.

The Human Resources and Finance Department concur in the recommendation that the above position be added to the budget of the Health Department.

DJF/mb
Attachments

cc: David Diegel
Thomas Kalkofen

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HEALTH DEPARTMENT
Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth

RECEIVED
APR 17 2009
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

Kevin P. Lokar, M.D.
Medical Director

April 17, 2009

TO: DOUG FOUTY, PROGRAM DIRECTOR
PERSONNEL SERVICES
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER

SUBJECT: JUSTIFICATION FOR FILLING
PUBLIC HEALTH NURSE II
BREAST AND CERVICAL CANCER SCREENING PROGRAM

The Macomb County Health Department requests approval to fill a newly created position for the Breast and Cervical Cancer Screening Program. That position would be a full time Public Health Nurse II.

The nurse in this classification, under the supervision of an assigned supervisor, provides direct nursing services in a clinical, geographic, or programmatic area, teaches, consults and acts as a public health resource person to individuals, families, community groups and other health care professionals. Documents appropriate data and activities in client records.

In order to maintain quality of service in the Breast and Cervical Cancer Screening program for the citizens of Macomb County, it is essential this position be approved and posted as soon as possible. No County funds are required. The position is 100% reimbursed by Macomb Health Plan.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: J. Chang
M. Green

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RECEIVED
APR 17 2009
HUMAN RESOURCES

Describe how this position is funded:	%	100 %	%
County	Grant	Other	

The Breast & Cervical Cancer Screening Program (BCCSP) provides preventive breast and cervical cancer screenings for low-income women aged 40-64 years, who are uninsured. Public Health Nurses (PHN) provide clinical case management in a process to assess and verify eligibility, manage cases for screening (scheduling screenings, monitoring screening reports) and referring for diagnostic and therapeutic care as required. If a client is diagnosed with cancer, the PHN ensures referral to other services including those for determination of MEDICAID eligibility for treatment. BCCSP follows national guidelines for BCCCP programs, and maintains the recommended standards of care.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Public Health Nurse III - part-time	1
Same Classification Within Department or Program	Public Health Nurse II - part-time	0 (vacant)
Other Classifications Reporting to this Immediate Supervisor	Account Clerk I/II	1
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Account Clerk I/II

- the program manager is part-time, and so some day-to-day activities will require PHN II input, though not direct supervision
- assists with typing charts, making copies, setting appointments, and billing.
- clerical support for program activities

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The PHN works directly with clients to schedule Pap smears and Mammograms, monitor results, and provide referral for diagnostic and/or treatment services from our providers. Symptomatic women are fast-tracked, and those diagnosed with cancer are referred to Karmanos Cancer Institute for MEDICAID enrollment. Program ineligibility, communication/language barriers, socio-economic & emotional issues, and co-morbidities are addressed by referral to other community resources.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Complete enrolment process for eligible clients	50	Daily	
2	Make/receive calls to ensure care is complete	10	Daily	
3	Elicitation and review of reports from providers	30	Monthly	
4	Client correspondence - results and follow-up plan	10	Weekly	
5				
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2005-06: 560 clients (BCCSP had only 1 P-T nurse for 7 months of year)
2006-07: 773 clients (Had only 1 P-T nurse for 2 months)
2007-08: 565 clients (Had only 1 P-T nurse for 11 months)
2008-09: 305 at 28 Feb 2009 (2 P-T nurses for 5 months, to date).

Macomb Health Plan agreement for increased funding dependent on increased services for 1,500 women by 2012. BCCSP has had problems attracting and retaining P-T nurses.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

1. At time of enrollment, the timing of provider visits specific to client needs.
2. On need for more information from providers re: specific clients
3. Independent research on community resources to meet client needs.
4. In exceptional cases, determination of need (with the Medical Director), for other diagnostic procedures.
5. Judicious discussions of meaning of results with clients, as necessary.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
New position funded by Grant funds to achieve goal	Loss of funding
Unmet increase in demand/need for service	Reduced number of NEW clients screened
Fewer women screened	Agreed coverage levels not achieved. Funding cut
Fewer women screened	Reduced ability to service RETURNING client.
Longer waiting times for appointments	Client displeasure

Key Customers:

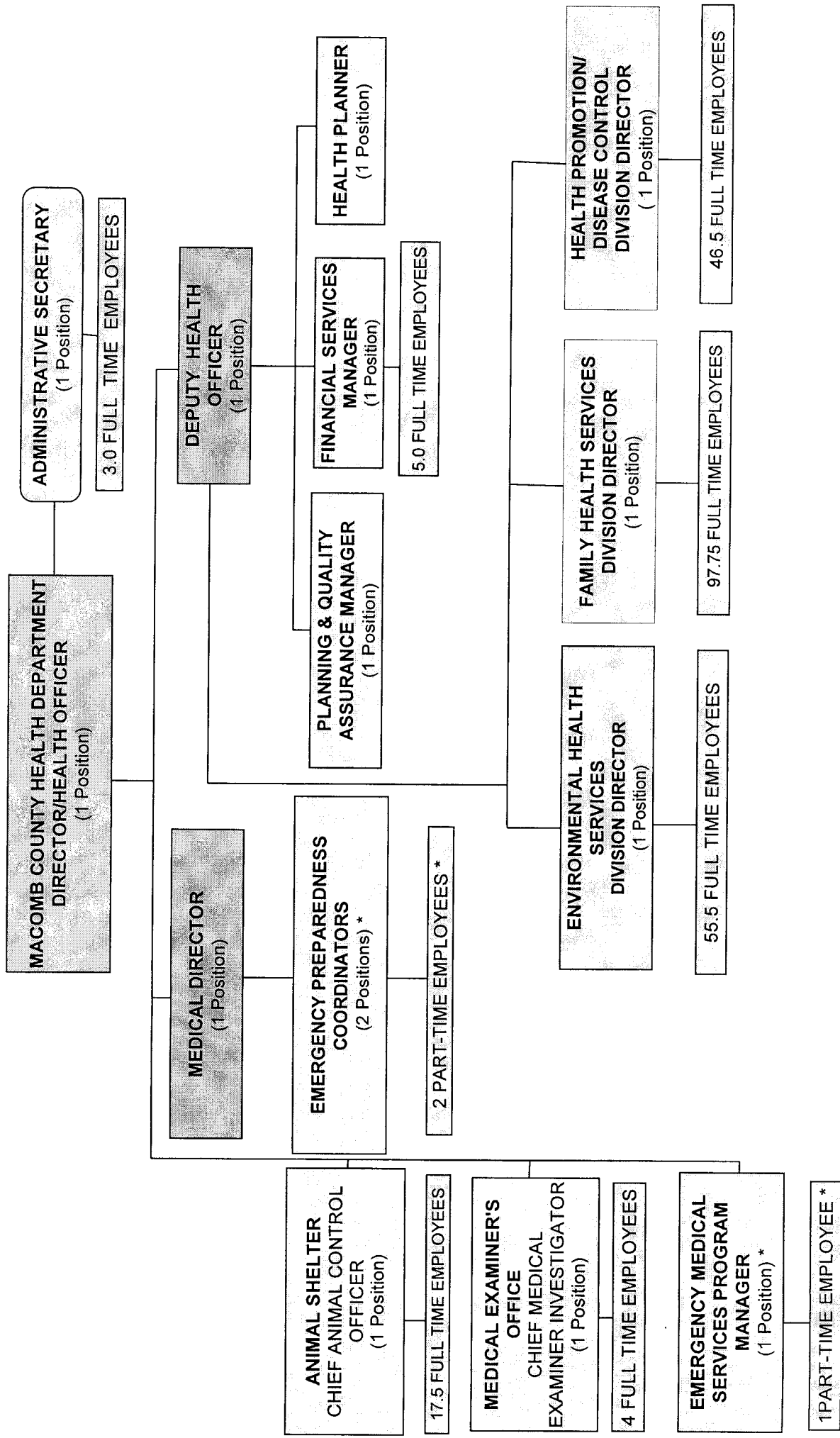
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Medical providers (e.g. HFM, MCRMC, HFMW)	Case management Referrals for Service	Daily
Karmanos Cancer Institute	MEDICAID coverage for treatment	Bi-weekly
BCCCP of Michigan	Standards of Practice & Guidelines	Varies

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MCHD & Macomb Health Plan agreed to provide for an increase in the number of women served to a minimum of 1,500 by 2012. This increased funding (from \$475,000 in 2009 to \$800,000 in 2012) includes the cost of an additional F-T PHN II. Failure to utilize the funding for the purpose granted, will lead to goals/targets not being met.



HEALTH PROMOTION/DISEASE
CONTROL
DIVISION DIRECTOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
HEALTH PROMOTION RISK REDUCTION
(1)

BREAST & CERVICAL CANCER
SCREENING PROGRAM
PUBLIC HEALTH NURSE I I I
(1) P/T - 0.5
PUBLIC HEALTH NURSE I I I
(1) P/T - 0.5
ACCOUNT CLERK I I I
(1)

NUTRITION SERVICES
PUBLIC HEALTH NUTRITIONIST I I I
(1)
PUBLIC HEALTH NUTRITIONIST I
(1)

HEALTH EDUCATION
HEALTH EDUCATOR I I I
(1)
HEALTH EDUCATOR I
(3)
COMMUNITY HEALTH TECHNICIAN
(1)

COMMUNITY HEALTH OUTREACH
PROGRAM COORDINATOR
(1)* P/T - 0.5
CLERK
(1)* P/T - 0.5
HEALTH ADVOCATES
(2)* P/T - 0.5

CARDIOVASCULAR DISEASE
RISK REDUCTION PROGRAM
PUBLIC HEALTH NURSE III
(1)
PUBLIC HEALTH NURSE I
(1)
HEALTH EDUCATOR I
(1)
COMMUNITY HEALTH TECHNICIAN
(1)

HEARING & VISION
PROGRAM MANAGER
(1)
SENIOR HEARING & VISION
TECHNICIAN
(1)
HEARING & VISION TECHNICIANS
(9) P/T - 0.5
HEARING TECHNICIANS
(2) P/T - 0.5
VISION TECHNICIANS
(8) P/T - 0.5
TYPIST CLERK I I I
(1)
TYPIST CLERK I I I
(1)

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Receive and File Vacant Position Update

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson

_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 05-18-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
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586-469-5280 Fax 586-469-6974
macombcountymi.gov

May 7, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director-Personnel Services
Human Resources

RE: Receive & File Vacant Position Update

An inquiry was made regarding the status of vacant positions. The attached list represents an updated detail of each department and the status of their vacancies as compiled by the Human Resources and Finance Departments.

There are 55 bolded positions currently considered budgeted but remain vacant with 29 positions unfunded for 2009. We are proceeding with filling the authorized positions.

The funding source is not stated for the Health Department and Community Mental Health since the funding review is on a case by case basis.

A second request was made inquiring how many of the vacant positions Human Resources has specifically not sent on to the Personnel Committee. There is both an informal and formal position review. The informal review that is not recorded is the contact with departments where they are told of the hiring freeze. Almost all of the current vacancies have been discussed in this manner. Departments, at that time, decide to pursue or not pursue a formal reconfirmation.

The formal process requires a department to submit a written request with the supporting documentation to commence a personnel action. Since August 2008, Human Resources has held 16 reconfirmation requests, of which half have been held, since January 1, 2009. Subsequently, nine (9) have been eliminated or unfunded. If there is justification for the Personnel Committee to consider a reconfirmation request, it is processed through to the Committee.

DJF/mb
Attachment

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MAY 4, 2009
C:VACPOS

MACOMB COUNTY VACANT POSITION LISTING

DEPARTMENT	CLASSIFICATION	EMPLOYEE	REPLACED BY	DATE REPLACED	OPEN	AUTH.	CNTY %	2009 SAL/FRINGE	SAVINGS IF ELIMINATED	NO POS
BOARD OF COMMISSIONERS										
CIRCUIT COURT	COURT REPORTER DATA MAINT CLERK	P MAIGA W CANNON-NICOLAI	UNFUNDED 2008/2009		7-30-04 5-30-08/REINSTATED BOC 2-26-09	7-12-04	100% 100%	0 0	0 0	0 0
FRIEND OF THE COURT	ACCOUNT CLERK, SR (14110) K KOBYLARZ DATA ENTRY CLERK (14110) J STAUCH DICTATION CLERK (14110) L CARTER JUDICIAL SERVICE OFFICER C MARTH TYPIST CLERK (14110) T LIDDELL			2-20-09 12-30-08/RECLASS BOC 2-26-09 4-10-09 12-30-08 12-12-08			45% 45% 45% 45%	26,636 0 27,530 46,214 23,575	26,636 0 27,530 46,214 23,575	1 0 1 1 1
FAMILY COURT - JUV DIV	ACCOUNT CLERK II (14901) M PAGE PROBATION OFFICER (1490 E CIRAME PROBATION OFFICER (1490 R FAGG PROBATION OFFICER (1497 M DETRICK TYPIST CLERK II (14931) S SMITH TYPIST CLERK III (14901) H SAUER			1-29-09 12-5-08 2-27-09 L/TRANSFER 12-8-08 L/TRANSFER 2-27-06 TRANSFER 2-18-09			100% 100% 100% 50% 0% 100%	56,308 80,934 90,205 45,103 0 58,396	56,308 80,934 90,205 45,103 0 58,396	1 1 1 1 1 1
JUVENILE JUSTICE CENTER	SHIFT SUPERVISOR (14662- V MCGUIRE TOTAL OF 9 UNFUNDED YOUTH SPECIALIST (14662-293 J DEGRANDIS SPECIALISTS THRU ATTRI YOUTH SPECIALIST (14662-293 J MOLNAR YOUTH SPECIALIST (14662-293 R REDLAWSK YOUTH SPECIALIST (14662-293 A FIELDER YOUTH SPECIALIST (14662-293 J MALLORY YOUTH SPECIALIST (14662-293 K ROBINSON YOUTH SPECIALIST (14662-293 A HARRISON		UNFUNDED FOR 2009 UNFUNDED FOR 2009 UNFUNDED FOR 2009 UNFUNDED FOR 2009 UNFUNDED FOR 2009 UNFUNDED FOR 2009		6-14-08 7-25-08 7-25-08 8-11-08 9-20-08 11-3-08 2-27-09	N/A 24-7/ N/A 24-7/ N/A 24-7/ N/A 24-7/ N/A 24-7/ N/A 24-7/2-26-09 N/A 24-7/	50% 50% 50% 50% 50% 50% 50%	31,451 0 0 0 0 0 0	31,451 0 0 0 0 0 0	1 0 0 0 0 0 0
COMMUNITY CORRECTIONS										
CORP COUNSEL										
COUNTY CLERK	CASHIER II	M MAES			4-3-09		100%	68,331	68,331	1
REGISTER OF DEEDS										
42ND DIST CRT I										
42ND DIST CRT II										
EMER SERV & COMM										
EQUALIZATION										

MAY 4, 2009
C:VACPOS

MACOMB COUNTY VACANT POSITION LISTING

DEPARTMENT	CLASSIFICATION	EMPLOYEE	REPLACED BY	DATE REPLACED	OPEN	AUTH.	CNTY %	2009 SAL/FRINGE	SAVINGS IF ELIMINATED	NO POS
FACILITIES & OPERATIONS	CUSTODIAN II (26566)	NEW POS AT JJC ON HOLD UNTIL APPROX 4-13-09			APP BOC 2007 BUDGET UPON COMPL		50%	25,200	25,200	1
	HOUSEKEEPER II (26523)	A BROWNLEE			1-5-09	UPG	100%	52,585	52,585	1
	HOUSEKEEPER II (26525)	D MCDONUGALL			1-5-09		100%	52,585	52,585	1
	HOUSEKEEPER II (26525)	S KOMINARS			1-5-09	UPG	100%	52,585	52,585	1
	HOUSEKEEPER II (26539)	C DOHERTY			1-2-09		100%	52,585	52,585	1
	TRADESMAN-ELECTRICIAN (D REYNOLDS)				1-20-09		100%	91,126	91,126	1
FINANCE	ACCOUNTANT	D BUKOWIECKI	UNFUNDED 2009		2-9-98	UPG	100%	0	0	0
	ACCOUNTANT	K JOHNS	UNFUNDED 2009		1-3-03	1-23-03	100%	0	0	0
	AUDIT OFFICER	T ENGEL	UNFUNDED 2009		1-30-04		100%	0	0	0
	BUDGET ANALYST	NEW POS	UNFUNDED 2009		BOC 2000 BUDGET		100%	0	0	0
HEALTH	ACCOUNT CLERK II (60114-221)	L ROWOLDT	UNFUNDED 2009 BUDGET	10-21-08	5-19-08	UPG				1
	COMM HEALTH TECH (60116 OPEN)				INFO UNAVAILABLE					
	COMP MAINT CLERK (60160-215) NEW POS				PERS COMM 10-10-03					
	COMPUTER MAINT CLERK (60111 C TRINGALI)	A DAVIDSON (PENDING)			1-11-08	3-19-08				
	COMPUTER MAINT CLERK (60111 E LOGSDON)	UNFUNDED 2009 BUDGET	10-21-08		10-27-08	VOL/DEMOTION				
	DENTIST (60115)	V ALONGI	UNFUNDED 2009 BUDGET	10-21-08	1-24-97	2-19-97				
	DENTIST (60115)	D KACY			10-6-97	10-20-97				1
	EMS MANAGER (60165)	J BRISTER			6-6-03	6-9-03				1
	ENVIRONMENTALIST III (60108 A MAKI)	UNFUNDED 2009 BUDGET	10-21-08		8-22-08					
	ENVIRONMENTALIST III (60108 A PANICCIA)				1-30-09					1
	KENNEL ATTENDANT (60153 S EMERY)				7-7-08	TERM/PROB				1
	KENNEL ATTENDANT (60153-221 S HAACK)	UNFUNDED 2009 BUDGET	10-21-08		3-28-08					
	LAB TECHNICIAN (60108)	S MADDEN	UNFUNDED 2009 BUDGET	10-21-08	12-17-07	UPG				
	PHN I (60114-221)	M FLEISCHER			8-29-08					1
	PHN I (60148-218)	S HAYES	POSTING PART-TIME		8-1-03	8-11-03				
	PHN II (60114-221)	J OOSTING PART-TIME			4-23-08					1
	PHN II (60117)	B PROFEETA	UNFUNDED 2009 BUDGET	10-21-08	3-19-99	3-22-99				
	PHN II (60117)	J CLOUTHIER			4-23-99	TERM/PROB				1
	PHN II (60117)	M HACKMAN	UNFUNDED 2009 BUDGET	10-21-08	5-1-03	L/TRANS				1
	PHN II (60117-221)	N KARCZ			5-16-08	6-19-08				1
	PHN II (60117-221)	P KINNEY			8-27-08	TERM/PROB				1
	PHN II (60152-221)	S SOBOCIENSKI	L O'LEARY (PENDING)		3-27-08	4-17-08				
	PUBLIC HLTH SERV COORD (601 M PARENT)	UNFUNDED 2009 BUDGET	10-21-08		2-7-05	UPG				
	PUBLIC HLTH SERV COORD (A MCMILLAN)				1-16-09					1
	SECRETARY (60114-221)	B RATCLIFFE			2-23-09					1
	TYPIST CLERK II (60108-221)	T HALL	UNFUNDED 2009 BUDGET	10-21-08	3-31-08	UPG				
	TYPIST CLERK III (60101)	P SELVIDGE	UNFUNDED 2009 BUDGET	10-21-08	1-12-07	2-14-07				
	TYPIST CLERK III (60108-221)	M KOCH	UNFUNDED 2009 BUDGET	10-21-08	6-6-08	7-24-08				
HUMAN RESOURCES	OMBUDSPERSON	J EDDING	UNFUNDED 2008/2009		1-27-06	APPOINTED	100%	0	0	0
	HR TECHNICIAN	J SMILEY			3-16-09	L/TRANSFER	100%	82,118	82,118	1

MAY 4, 2009
C:VACPOS

MACOMB COUNTY VACANT POSITION LISTING

DEPARTMENT	CLASSIFICATION	EMPLOYEE	REPLACED BY	DATE REPLACED	OPEN	AUTH.	CNTY %	2009 SAL/FRINGE	SAVINGS IF ELIMINATED	NO POS
===== INFORMATION TECHNOLOGY =====										
M/SCETA	CASE MANAGER	T ANTHONY			1-30-08	TERM PROB/2-26-09				0%
	CASE MANAGER	P NORRIS			3-27-09	11-20-08				0%
	CASE MANAGER	NEW POS	K NOWACZOK		BOC 2-26-09					0%
	CASE MANAGER	NEW POS	A NEDA		BOC 2-26-09					0%
	CASE MANAGER	10 NEW POS			BOC 3/30/2009					
MCCSA	DATA MAINT CLERK (89541)	NEW POS			PERS COMM 3-23-09					0%
	EDUCATION SPECIALIST 89304	T WALLACE			8-10-06					0%
	FIELD WORKER (89107-303)	E WITTWER			8-17-06	5-23-07/TED8-16-06				0%
	FIELD WORKER (89107-303)	J GOBBELL			12-30-08					0%
	FIELD WORKER (89107-303)	NEW POS			BOC 2-26-09					0%
	FIELD WORKER (89107-303)	NEW POS			BOC 2-26-09					0%
	FIELD WORKER (89107-303)	NEW POS			BOC 2-26-09					0%
	FIELD WORKER (89107-303)	NEW POS			BOC 2-26-09					0%
	WEATHERIZATION INSPECTOR I	NEW POS			BOC 2-26-09					0%
	WEATHERIZATION INSPECTOR I	NEW POS			BOC 2-26-09					0%
	WEATHERIZATION SUPERVISOR	NEW POS			PERS COMM 3-23-09					0%
	WEATHERIZATION SUPERVISOR	NEW POS			PERS COMM 3-23-09					0%
MENTAL HEALTH	ACCOUNT CLERK IV (64604)	B SKURSKI			6-20-05					
	ACCOUNTANT (64604)	NEW POS			BOC 2007 BUDGET					
	ACCOUNTANT (64604)	NEW POS			BOC 2007 BUDGET					
	ACCOUNTANT (64604)	NEW POS			BOC 2007 BUDGET					
	ADMIN ASST I (64605)	J ZALLWSKI			8-20-07	9-24-07				
	ADMIN ASST II (64601)	T DUGANNE			1-2-09					
	ADMIN ASST III (64604-223)	S MCGLAUN			2-5-09	TERM/PROB				
	CASE MANAGER II (64639-223)	N WENZEL			3-21-08	5-15-08				
	CASE MANAGER II (64640-223)	P MCINTOSH			12-16-08					
	CASE MANAGER II (64640-223)	S CAHILL			4-24-09					
	PROGRAM DIRECTOR (64605)	M DERUSH			12-30-08	2-26-09				
	PROGRAM SUPERVISOR (64689)	K COURTNEY			4-30-99					
	REGISTERED NURSE (64641)	R PRIVETTE			12-30-08	2-26-09				
	REGISTERED NURSE (64693-22)	R BJORKLUND			5-2-08					
	REIMBURSEMENT ANALYST 646	M SCHUESSLER			2-24-06					
	SECRETARY (64601-223)	L GUSMANO			10-28-08					
	THERAPIST II (64642-223)	D THOMAS			11-24-08	L/TRANSFER				
	THERAPIST II (64646)	NEW POS			BOC 6-28-95					
	THERAPIST II (64999-227)	K CANDLER			12-3-2-15-08	L/TRANSFER				
	TYPIST CLERK II (64684-223)	T MUCZYNSKI			5-2-08	RECLASS BOC 9-25-08/2-26-09				
	TYPIST CLERK II (64684-223)	M NAHERNAK			12-19-08	2-26-09				
MSU EXTENSION ALL GRANT FUNDED	ACCOUNT CLERK III	P. HOESCHEEL			7/3/2009	3/30/2009				
	ACCOUNT CLERK II (73142-209)	C LOIACONO (PART-TIME)			11-24-08					0%
	EDUCATOR (73137-209)	S SCHINDLER	NOT FILLING DUE TO FUNDING		8-20-04	PART-TIME				0%
	EDUCATOR II (73133-308)	P ADAMSKI	POSTING PART-TIME		1-26-06					0%

MAY 4, 2009
C:VACPOS

MACOMB COUNTY VACANT POSITION LISTING

DEPARTMENT	CLASSIFICATION	EMPLOYEE	REPLACED BY	DATE REPLACED	OPEN	AUTH.	CNTY %	2009 SAL/FRINGE	SAVINGS IF ELIMINATED	NO POS
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
EDUCATOR II (73142-209)		P LUTZ	POSTING PART-TIME	2-27-04	3-15-04		0%			
PLANNING										
PROBATE CT - MENTAL DIVISION										
PROBATE CT - WILLS	ACCOUNT CLERK III	M JACOB	TO BE FILLED BY PROM OF TCII BUDGET 16-18-08	UPG			100%	60,588	0	0
	TYPIST CLERK II	D ANASTOS	UNFUNDED 2009 FROM PROM TO AC3 BUDGET 10-21-08				100%	0	0	0
PROBATION - DISTRICT COURT										
PROS ATTY.										
	ASSISTANT I	A BRAY		11-5-08			100%	108,126	108,126	1
	ASSISTANT I	J WITTENBERG		12-30-08			100%	108,126	108,126	1
	ASSISTANT I	J DEBBRECHT		1-2-09			100%	108,126	108,126	1
	ASSISTANT II	M SABAUGH		12-5-08			100%	117,005	117,005	1
	ASSISTANT IV	D HART		1-2-09			100%	134,427	134,427	1
	ASSISTANT IV	K MITSEFF		1-2-09	GRANT		0%			
	INVESTIGATOR(2930-335)	J SLIVA	HOLDING FOR TWO TEMP CLERICAL	12-5-07	UPG			0	0	0
	PREV COAL PRG COORD 229 M CASSIDY		POSITION TO BE ELIMINATED	10-1-04	VOL/DEMOTION		0%	0	0	1
	TYPIST CLERK II	E CALABRIS		1-5-09			100%	51,633	51,633	1
	TYPIST CLERK II	S MALONEY		2-11-09	RECLASS BOC 9-25-08/		100%	53,538	53,538	1
	TYPIST CLERK II	S FILLMORE		2-20-09	RECLASS BOC 9-25-08/		100%	53,538	53,538	1
	TYPIST CLERK IV	K ODAM		1-14-09			100%	59,779	59,779	1
PUBLIC WORKS										
	DRAIN ACCOUNT SPECIALIST	B SAILE	FILLED WITH TEMPS J FLORKA/K BRANDT	5-10-04	L/TRANSER		100%	FILLED		0
	DRAIN ACCOUNT SPECIALIST	J FLORKA		1-4-05	11-15-04		100%	68,330	0	0
	ENGINEER II (44101)	D PENROD		11-7-08			100%	114,388	0	0
	MGR REAL PROPERTY SECTION	D BUCCI	HOLD VACANT UNTIL 9-1-09 BOC 10-9-08	10-16-06	UPG/2-14-07		100%	31,880	0	0
	SECRETARY (44100)	J VALLIER ILO	UNFUNDED 2009 BOC 10-9-08	8-29-02			100%	0	0	0
	STATION OPERATOR (44130)	K AHEARN	REINSTATED 11/2008	2-4-08	UPG		0%	0	0	0
PURCHASING										
REIMBURSEMENT	ACCOUNT CLERK II	D SHOCK	UNFUNDED UNTIL QTR YEAR 2009	12-3-07			100%	34,738	34,738	1
RISK MANAGEMENT										
	RISK MGMT & SAFETY SPECIALI	L HODOREK	POSTING FULL-TIME	6-5-08	3/30/2009		100%	63,649	0	0
SENIOR CITIZEN SERVICES										
	COUNSELOR III	R KNAPP		12-30-08	2-26-09		0%			
	RESOURCE ADVOCATE	B PUFFER		3-31-09			100%	68,810	68,810	1
	SENIOR CITIZEN VICTIM LL M MISURACA			4-13-09	UPG		100%	66,049	66,049	1
SHERIFF										
	CO	L GOIKE		7-2-07	N/A 24-7/7-23-07		100%	69,811	69,811	1
	CO	J BAGOS		1-2-08	N/A 24-7/UPG		100%	69,811	69,811	1
	CO	R BINDLE		6-17-08	N/A 24-7/UPG		100%	69,811	69,811	1
	CO	T DONALDSON		7-22-08	N/A 24-7/TERM PROB/8-14		100%	69,811	69,811	1

MAY 4, 2009
C:VACPOS

MACOMB COUNTY VACANT POSITION LISTING

DEPARTMENT	CLASSIFICATION	EMPLOYEE	REPLACED BY	DATE REPLACED	OPEN	AUTH.	CNTY %	2009 SAL/FRINGE	SAVINGS IF ELIMINATED	NO POS
	CO	G GRZYBOWSKI		8-1-08	N/A 24-7/		100%	69,811	69,811	1
	CO	S BARNES		8-20-08	N/A 24-7/		100%	79,589	79,589	1
	CO	S THOMPSON		11-30-08	N/A 24-7/12-11-08		100%	79,589	79,589	1
	CO	F MAIORANA		12-22-08	N/A 24-7/UPG		100%	79,589	79,589	1
	CO	R HECKMANN		12-30-08	N/A 24-7/2-26-09		100%	79,589	79,589	1
	CO	G FUHS		1-2-09	N/A 24-7/12-11-08		100%	79,589	79,589	1
	CO	D DAVID		5-3-07	N/A 24-7/E 5-4-07 & 5-15-07		100%	69,811	69,811	1
	COMPUTER MAINT CLERK	J SANBORN-SIMMERS		4-14-09	3/30/2009		100%	58,674	0	0
	DEPUTY (30515)	M VANDENBOOM		3-13-09	3/30/2009		0%	0	0	0
	DEPUTY (30530)	M BURNS		2-6-09	N/A 24-7 filled 5/2/09		100%	93,516	0	0
	DISPATCHER (30564)	J PACE		1-30-09	N/A 24-7 filled 5/4/09		0%	0	0	0
TREASURER	ACCOUNT CLERK IV	C VERMANDER	UNFUNDED 2009 BOC 10-9-08	3-24-08	UPG		100%	0	0	0
	COMP MAINT CLERK	N YOUNES	UNFUNDED 2009 BOC 10-9-08	3-11-09	UPG		100%	0	0	0
	PERSONAL PROPERTY TAX COLL M LOVELOCK			11-18-08	12-11-08		0%			
VETERAN AFFAIRS	COUNSELOR	NEW POS		BOC 2-26-09			0%	0	0	0
SEPARATE MILLAGE NOV 200	COUNSELOR	NEW POS		BOC 2-26-09			0%	0	0	0
	PARALEGAL	NEW POS		BOC 2-26-09			0%	0	0	0

3,235,195 2,744,170 55

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: 5/21/2009

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend that the Macomb County Board of Commissioners

authorize the Macomb County Community Services Agency to receive additional funds to operate

the Head Start Program in 2009-10.

INTRODUCED BY: Commissioner Robert Mijac, Chairman Personnel Committee

Background: On April 7, 2009, we received a letter from the Department of Health & Human Services indicating that we were awarded Head Start funds to provide cost-of living adjustments and quality improvement. A local plan on how the funds will be utilized must be prepared and submitted by May 7, 2009. On April 28, 2009, we submitted a request for an extension on the plan submission for thirty (30) days in order to prepare the plan and obtain approval from the Board of Commissioners, the Macomb Community Action Advisory Board, and the Head Start Policy Council. We obtained authorization to submit our grant no later than May 22, 2009.

<u>Funding Amount:</u>	COLA:	
	3.06% (Permanent funding)	\$162,553
	1.84% ARRA (Temporary funding)	\$ 97,744
	Quality Improvement:	<u>\$318,215</u>
	TOTAL:	<u>\$578,512</u>

(No County funds are required)

Non-federal share match is required. (Examples of match would include but are not limited to: in-kind space, donated space, services, supplies etc. No cash match is required.)

Period of Performance: COLA funding would be incorporated into the annual continuation grant. The grant period for those funds is September 1, 2009 through August 31, 2010. The grant period for the ARRA funding which includes the one time wage increase and Quality Improvement funds will be July 1, 2009 through June 30, 2010.

Funding Utilization: *Cost-of-Living (COLA)* funds available through this grant award must be specifically allocated to providing Head Start (union and non-union) staff, as well as those who spend a portion of their time on Head Start with a permanent 3.06% wage increase. In addition, staff would receive a 1.84% one time wage increase. This increase would be spread out over twenty-six (26) pay periods.

Quality Improvement funds may be used to support a variety of activities. We plan on providing staff with professional development experiences to enhance and update skills and knowledge on current practices of early childhood. The staff would be permitted to attend professional conferences, institutes and workshops that would typically be restricted.

COMMITTEE/MEETING DATE

Personnel 5-15-09 (referred by Public Services
Committee on 5-12-09)

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Various Personnel Actions in the Office of the
_____ Treasurer

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 05-15-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

May 8, 2009

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director
Human Resources

RE: Recommend Various Personnel Actions in the Office of the Treasurer

The Treasurer's Office has submitted a proposal to accommodate future staffing requirements. While the Treasurer's memorandum presents the details for the re-alignment, this memorandum to the Personnel Committee provides for the procedural steps to address the changes as shown on the chart below:

<u>CURRENT</u>	<u>RECOMMENDED</u>	<u>EFFECTIVE DATE</u>
Bookkeeping & Settlement Officer (Eliminated)	Account Clerk IV	July 1, 2009
Cashier I (Eliminated)	Cashier	July 1, 2009
Draftsperson Technical Writer	Next vacant position will be unfunded for 2009 & 2010	Date of Vacancy
Account Clerk IV (Unfunded)	Account Clerk IV (Reconfirmed)	December 1, 2009
Computer Maintenance Clerk (Unfunded)	Computer Maintenance Clerk (Continue to be unfunded for 2009)	

At the Full Board meeting of November 20, 2008, the positions of Bookkeeping and Settlement Supervisor and Cashier I were eliminated. The Treasurer's Department is requesting to create and reclassify both positions to Account Clerk IV and Cashier, respectively, and post.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzjy - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
May 8, 2009
Page 2

Also, upon becoming vacant, the position of Draftsperson Technical Writer will be unfunded the remainder of 2009 and the entire year of 2010. Since January 1, 2009, the person is in a out-of-class position charged to a grant.

The Treasurer is also requesting that an Account Clerk IV position, which is unfunded for 2009 be reconfirmed and posted in December, 2009. This vacancy was created by the retirement of Catherine Vermander on March 24, 2008.

Finally, the position of Computer Maintenance Clerk will continue to be unfunded for 2009.

The cost savings for 2009 would be just under \$11,000. If the positions authorized for 2009 result in internal promotions, authorization requests will need to be submitted to the Personnel Committee for the subsequent vacancies.

The Human Resources Department recommends the approval of the above requested actions.

DF/mb
Attachment



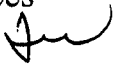
OFFICE OF MACOMB COUNTY TREASURER

Ted B. Wahby

1 S. Main St., 2nd Floor
Mount Clemens, Michigan 48043-2312
586-469-5190 FAX 586-469-6770

Jerome T. Moffitt
Chief Deputy

Memorandum

To: Eric Herppich
Human Resources
From: Ted Wahby 
Treasurer
Date: March 11, 2009
RE: Unresolved Staffing Issues

This memo is in part a follow up to a conversation you had with Jerry Moffitt last week. I wish to address my Office's vacancies and request that we agree to a timeline to accommodate our staffing requirements.

Last fall two important positions were frozen while they were waiting for the 20 week delay to expire. At that time we were asked to refrain from contesting this decision until after contract negotiations were resolved. Now that this, for the most part, has been resolved I want to go forward with permanently filling the vacant Cashier and Head Bookkeeper/Assistant Settlement Officer positions.

Keeping in mind that this Office is a revenue producer with constitutional and statutory responsibilities, these two positions play an important function in maintaining county revenue and keeping people in their homes and businesses. As you know I have been more than willing to do more than my share to help with the budget, but I have to be staffed at reasonable levels.

The Cashier I need replaced at the current level, however I am willing to reclassify the Head Bookkeeper position to an Account Clerk IV to offer some savings. The expedient growth in Tax Tribunal and Board of Review appeals has made it critical that I have additional help to meet the State-mandated deadlines. I have

reorganized to take the supervisory responsibilities away from this position allowing for the reduction in classification.

There are three additional positions that I have agreed to hold open for reevaluation at the end of the year, a Tech Writer, Computer Maintenance Clerk, and Account Clerk IV. Currently there does not exist a serious demand to fill the Tech Writer and Computer Maintenance Clerk positions. However, the increased volume in the Bookkeeping department will necessitate filling the Account Clerk IV position. I request that the job be posted no later than December 1, 2009 to accommodate a January 1, 2010 hiring.

Finally, I wanted to alert you to a situation. My Senior Secretary was inflicted with an unexpected health issue and is on medical leave. Should her condition prevent her from returning, we will need to expedite her replacement.

To recap I need you to address the following:

- Immediate filling of the Cashier and Account Clerk IV (formerly Head Bookkeeper/Assistant Settlement Officer)
- Schedule for filling of Account Clerk IV position to begin December 1, 2009
- Keep on hold the Tech Writer and Computer Maintenance positions.

Please respond as to your proposed course of action, including what steps need to be taken and a time frame for accomplishing our objectives. I hope to hear from you no later than Monday, March 16, 2009. Thank you in advance for your assistance.

Cc. Commissioner Robert Mijac
Chairman Paul Gielegem